



**Embassy of the United States of America
Islamabad, Pakistan**

Date: August 8, 2023

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To: **Offeror**

Request No: **19PK3323Q1145**

From: Contracting Officer
General Services Office
US Embassy,
Diplomatic Enclave, Ramna 5,
Islamabad.

E-mail: Khanmz1@state.gov ; LatifM@state.gov

Phone: 92-51-201-4710

Subject: Request for Quotation - Supply of Welcome Kit Crockery Items

The U.S. Embassy Islamabad announces opportunity for the Open Market Vendors to participate in the bidding of "Welcome Kit Crockery Items". It will be a Firm-Fixed Price Purchase Order and bids from all potential offerors will be accepted based on the assurance of genuine product, delivery time and competitive pricing. You are encouraged to submit your bids before the deadline, i.e., **Wednesday, August 21, 2023, before COB.** The vendors dealing in the similar trade are required to participate in this Solicitation.

1. Items Description

Sr. #	Item's Details	Required Quantity
1	COOKING POT NON-STICK SET OF 3 COOKING POT NON-STICK SET OF 3 (20cm, 24cm, 26cm). Suitable for all heat sources including induction.	300 Each
5	FRYING PAN NON-STICK FRYING PAN NON-STICK SMALL 24 cm Suitable for all heat sources including induction	300 Each
6	FRYING PAN NON-STICK FRYING PAN NON-STICK LARGE 26 cm Suitable for all heat sources including induction.	300 Each

7	COOKING SPOONS NON-STICK SET (06 Pieces, Solid spoon, skimmer, ladle, regular turner, whisk, tool rack) BRAND: Prestige or equal Suitable for all heat sources including induction	300 Each
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Note: The Offering Vendors shall provide sample of each required item to the Embassy for quality check & final selection. The Embassy will not afford cost of Sample's transportation to its Warehouse at I-10/3, Islamabad.

2. Terms & Conditions:

a) Mode of Payment:

Payment will be processed through EFT within 30 days of the date that a correct invoice conforming to the provisions of the Purchase Order is received at the US Embassy, Islamabad Warehouse and satisfactory completion of the delivery of acceptable items.

b) Warranty:

The offeror shall provide with its offer, the detailed warranty provisions that will be applicable for the offered brand in Pakistan.

c) Period of Performance/ Delivery Address:

- The delivery is required to be made within **30 days** after receiving the approved Purchase Order.
- Vendor will deliver the ordered items as per PO at Plot# 80C, Street# 6, I-10/3, Industrial area, Dry Port Road, Islamabad.
- Deliveries will be accepted only on Tuesdays and Thursdays from 10:00 a.m. to 01:00 p.m. only; deliveries outside these days and time will be refused.
- Contact us at least three working days prior to delivery date and provide with full name/s (as written on NIC) of the person, driver/helper who will deliver the stuff, along with particulars of Purchase Order, vehicle/s to be used like make, model, color and license plate (registration) number.

d) Inspection & Acceptance:

A Government representative will inspect all the items at the time of delivery or later to determine the quality, acceptability and payment shall be released accordingly. Any item found with change in Specifications, Quality or has been found to be counterfeited shall be returned to the vendor without entertaining the payment claim.

3. FAR/ DOSAR Clauses applies on this Solicitation:

FAR & DOSAR (attached) clauses will apply to this Procurement. These clauses can be accessed through following link:

FAR 52.252-2 Clauses Incorporated by Reference (FEB 1998)

This purchase order or BPA incorporates the following clauses by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. Also, the full text of a clause may be accessed electronically at this address:

<https://www.acquisition.gov/far>

DOSAR clauses may be accessed at:

<http://www.statebuy.state.gov/dosar/dosartoc.htm>

FEDERAL ACQUISITION REGULATION (48 CFR Chapter 1) CLAUSES

Number	Title	Date
52.204-7	SYSTEM FOR AWARD MANAGEMENT	OCT 2018
52.204-9	Personal Identity Verification of Contractor Personnel (if contractor requires physical access to a federally controlled facility or access to a federal information system)	JAN 2011
52.204-13	SYSTEM FOR AWARD MANAGEMENT MAINTENANCE	OCT 2018
52.204-18	COMMERCIAL AND GOVERNMENT ENTITY CODE MAINTENANCE	JUL 2016
52.212-4	Contract Terms and Conditions – Commercial Items (Alternate I (MAY 2014) of 52.212-4 applies if the order is time-and-materials or labor-hour)	OCT 2018
52.225-19	Contractor Personnel in a Diplomatic or Consular Mission Outside the United States (applies to services at danger pay posts only)	MAY 2020
52.227-19	Commercial Computer Software License (if order is for software)	DEC 2007
52.228-3	Workers' Compensation Insurance (Defense Base Act) (if order is for services and contractor employees are covered by Defense Base Act insurance)	JUL 2014
52.228-4	Workers' Compensation and War-Hazard Insurance (if order is for services and contractor employees are not covered by Defense Base Act insurance)	APR 1984
52.244-6	SUBCONTRACTS FOR COMMERCIAL ITEMS	NOV 2020

52.246-26	REPORTING NON-CONFORMING ITEMS	JUN 2020
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4. Evaluation Criteria:

The opportunity will be awarded on the basis of “**Lowest Price Technical Acceptability**”.

5. Quote Submission’s Due Date:

The Quotations must be submitted electronically and must be received on or before Close of Business (COB) Monday, August 21, 2023. No quotation will be accepted after the deadline. Submit your quotations to the following email address:

Khanmz1@state.gov & LatifM@state.gov:

Other Requirements:

- a. Prepare your quotation on your company letterhead in accordance with the requested details of this RFQ.
- b. Include list of your clients, you sold similar items within the last two years.
- c. Include below information in bid:
 - i Delivery Period after receiving of Purchase Order.
 - ii Bid must be valid for 30 days from the closing date for this solicitation.
 - iii Acceptance of our Net 30 days Payment terms.
 - iv SAM Registration: We highly recommend that vendors interested in submitting their quotations are registered in the System for Award Management (SAM) for acceptability of their quotations. Awards beyond **\$10K** will not be made to non-SAM registered entities. In case, your entity is not registered in SAM, initiate the registration by following instructions at sam.gov and obtain Unique Entity Identifier (UEI). Note this UEI on the top of your quotation. SAM is the official U.S. government operated website that offers free of cost registration.
- d. Bidder must have a physical business address and good financial health in order to get this opportunity awarded.
- e. Please provide reference of our Request Number **19PK3323Q1145** in all your correspondence regarding this request for price quotation.
- f. Please note that U.S. Embassy is exempted from taxes, therefore, submit a Tax-Free Quote.
- g. The Embassy needs the delivery detailed in 2(c) above and WILL NOT provide any Custom Clearance related documents in case of any import clearance.
- h. The Embassy may only provide the Tax Exemption Certificate from Ministry of Foreign Affairs after receiving the PROFORMA Invoice and it may take time of 60 – 90 days. The vendor/ firm will be responsible to get the Zero-Rated Certificate from Federal Board of Revenue (FBR).
- i. Go through all the documents in the solicitation and read them very carefully. Your response must be in accordance with the solicitation and have the bid signed by an authorized representative of your company. Otherwise, the proposal may be considered unacceptable and may be rejected.

*******END*******